

HIGH SCHOOL ONLINE SUBMISSION OF PROOF OF RESIDENCY

July 8th, 2020

Parents and Guardians,

The past few days have come with an assortment of information regarding returning to school in the fall. This email is another very important piece of information with instructions on how to provide residency information before school begins so we can release schedules. It is important to note that whether your student will be attending Edmond Public Schools in person or through Virtual Edmond proof of residency is required for both formats.

As we prepare to release student schedules virtually this year it is important that you submit your utility bill showing dates of service from **June, July or August** to verify residency. Parents or guardians will be required to present these utility bills either online by emailing the bill directly to north.highschool@edmondschools.net or by coming by the school during office hours from July 13th - July 31st to provide a copy of a utility bill. If you email the bill please make sure you send the portion showing your address and dates of service! This may be a scanned version, picture or a digital copy of your bill.

Utility bills must match the primary address and the name of a household parent or guardian on student enrollment forms.

Schedules will be released on Friday, August 7th for those who submit all required documents by noon on July 31st.

Our incoming freshman class, plus any students 10th - 12th who are new to North who have met all requirements for the release of schedules will be invited to come to the school on Saturday, August 8th to take a quick tour of the building. Details and sign up information about this opportunity will be sent out at a later date.

Steps Required to Receive Schedules:

1. Completion of Annual Update:
 - a. Parents or guardians of students currently enrolled at North High School for the 2019-2020 school year are required to complete an Annual Update for 2020-2021 by logging into the Parent Portal.
<https://edmondschools.infinitecampus.org/campus/portal/edmond.jsp>
2. Pay any fines/fees on intouch. <https://ok-edmond.intouchrecepting.com/>
 - a. Fines may also be paid at the school during office hours Monday - Thursday.
3. Take a picture, scan or forward the email from your utility provider to north.highschool@edmondschools.net

4. In the subject line of your email put - student last name, student first name and student grade (Example - Smith, John 10th Grade)
 - a. Please remember that utility bills are limited to electric, gas or water bills
 - b. **Utility bills must match the primary address and the name of a household parent or guardian on student enrollment.**

5. If you come by the school to provide a copy of the bill please come during office hours from July 13th - July 31st. Office hours: Monday - Thursday 8am - 4pm closed from 11:30-12:30 for lunch. The office will be closed on Friday's.

If you are unable to complete any of these requirements electronically, please call the school for assistance at 340-2875.

Again, no schedules will be distributed in person this year. Please remove the previously published dates of August 3rd - 6th from your calendars.

We hope you enjoy the last few weeks of summer, stay safe and we will see you soon!